

Member at Large / Board Directors - Strategic Planning Working Group

BC Family Doctors is the economic and political voice of family doctors in B.C. Joining our Strategic Planning Working Group is your opportunity to help make an impact on the future of our profession.

We are embarking on the first ever strategic planning process for BC Family Doctors. This strategic plan comes at an important time for the organization as it emerges from a transformative few years with the undertaking of the LFP work, a growing membership and advocacy voice and a significant leadership transition. Building on what we have learned and the momentum of the last few years, now is the time to come together to renew our purpose.

We celebrate and encourage diversity, and we are committed to creating an inclusive environment. We invite you to provide any information you are comfortable with sharing on our nomination form to assist us in promoting inclusion.

Mandate and Responsibilities:

The BC Family Doctors Strategic Planning Working Group will advise the Executive Director and Board on the strategic planning process and actively engage with the development of the strategic plan. This includes the following items:

- Review and advise on the design of engagement approaches and events in the development of the strategic plan;
- Review and be a thinking partner for the process as themes and issues develop;
- Participate in strategy session(s) and/or focus groups; and
- Review, advise and make recommendations to the Board on the draft strategic plan

Composition of the Strategic Planning Working Group

The following are the members of the Strategic Planning Working Group:

- (a) President
- (b) President-Elect
- (c) Two Board Directors (non-Officers), appointed by the Board
- (d) Two Members-at-Large, appointed by the Board

Term of Office

The term of office is eight months for all positions on the Strategic Planning Working Group. Please refer to "Process and Timeline" below.

Logistics

The Strategic Planning Working Group will meet four to five times between November 2024 and June 2025. The meetings are generally in the evenings, at dates and times agreed to by the working group members. We commit to providing proper advance notice for meetings.

Honoraria and Expenses

Honoraria and reimbursement of travel expenses will be provided for all meetings, in accordance with the *Honoraria & Expense Policy*.

Process and Timeline

Phase 1 & 2: Kick-off and Engagement	
Date of Completion	Activity
Oct 2024	Kick-off Session with Board of Directors
Oct 2024	Review of key documents. Conduct preliminary key informant interviews (board, staff, stakeholder, partners)
Oct – Nov 2024	Strategic Planning Working Group call out and first meeting
Nov – Dec 2024	Plan and schedule engagement opportunities (to include focus groups and virtual Town Hall). Conduct additional informant interviews.
Jan – Feb 2025	Conduct and host engagement sessions
Mar 2025	Develop engagement memo Distribute sensemaking survey
Mar 2025	Strategic Planning Working Group Meeting

Phase 3: Strategy Sessions	
Date of Completion	Activity
Apr 5, 2025	Strategy Session placeholder at in-person board meeting
Apr 2025	Additional (1-2) Strategy Sessions as required (WG, staff – tbc)

Phase 4: Strategy Development	
Date of Completion	Activity
Apr – May 2025	Develop draft strategy based on engagement and strategy sessions. Two rounds of review and feedback
May 2025	Strategic Planning Working Group Meeting
Jun 2025	Develop final strategy
Jun 2025	June 7 board approval and presentation at June 18 AGM

For More Information

For more about the roles of Strategic Planning Working Group Members-at-Large and Board Directors, please contact Executive Director, Alexa Pitoulis at alexa.pitoulis@bcfamilydocs.ca.

Expression of Interest for Strategic Planning Working Group Position

This expression of interest form requests information about your leadership and lived experiences as well as a description of your interest in the opportunity. (The provision of any or all of the information is optional.)

Please submit this form by email to BC Family Doctors at hello@bcfamilydocs.ca by **11:59 pm on Sunday, November 3rd, 2024.**

Name: _____

Email address: _____

Phone Number: _____

Division of Family Practice: _____

Years in Practice: _____

1. Please tell us why you are interested in contributing to the BC Family Doctors Strategic Planning Working Group. (Maximum 500 words)

2. Please provide a brief overview of yourself and your professional history, including previous or current positions held, board and committee participation, community activities, leadership courses etc. (Maximum 500 words)

3. Is there anything else you wish to share to support your expression of interest? (Maximum 500 words)